

TITLE PAGE (See FOA Section IV.C.2.3)

Water Conservation Field Services Program

PROJECT NAME

PROJECT LOCATION

Applicant Name

Applicant Address

Date

TABLE OF CONTENTS (See FOA Section IV.C.2.4)

TABLE OF CONTENTS

Cover Page.
Assurances Form
Title Page
Table of Contents
Executive Summary
Technical Proposal
Funding Plan
Budget Worksheet
Budget Narrative
Budget Form
Project Benefits Sheet.

Part I -- EXECUTIVE SUMMARY (See FOA Section IV.C.2.5)**A. General Project Information**

A.1 Applicant Name:
City, County, State:

A.2 Project Name:

A.3 2010 Funding Request Summary *[Use * to denote an in-kind contribution]*

FUNDING SOURCE	FUNDING AMOUNT
Non-Federal Entities:	
Non-Federal Subtotal:	
Reclamation Funding:	
TOTAL PROJECT FUNDING:	

A.4 One paragraph project summary:

A.5 This project is being submitted under Category _____. Identify how this project contributes to accomplishment of the goals. (See section I.B.1)

A.6 Contact for Further Information:

Name:
Title:
Telephone:
E-mail:

Part II -- TECHNICAL PROPOSAL (See FOA Section IV.C.2.6)	
A	Background Data Include the following information about the applicant. (See FOA Section IV.C.2.6.1)
A.1	Applicant's average annual water supply (in acre feet):
A.2	Describe water use (i.e. municipal, irrigation, etc.):
A.3	If water is primarily used for irrigation, describe major crops, total acres served, major irrigation methods:
A.4	Describe the applicant's water supply facilities, including miles of canals, miles of laterals, existing irrigation improvements (type, miles, acres), canal and lateral seepage losses and on-farm efficiency, etc.:
A.5	Describe any other relevant background information:
A.6	State how the project is connected to Reclamation project activities. For example, whether the applicant receives Reclamation project water, or if project is on Reclamation project lands, involves Reclamation facilities, or is in the same basin as a Reclamation project or activity, and if the proposed work will contribute water to a basin where a Reclamation project is located:
B	Consistency with State or Local Water Plan (See FOA Section IV.C.2.6.2)
B.1	<p>State whether the proposed project is consistent with the state or local water plan. Yes ____ No ____</p> <p>If yes, identify the applicable plan:</p> <p>If no, state why the project should be considered:</p>
C	Project Description (See FOA Section IV.C.2.6.3)
C.1	Describe in detail the work and approach to be used to carry out the proposed project. This description shall be in sufficient detail to permit a comprehensive evaluation of the proposal.
C.2	Provide an estimated project schedule demonstrating the stages and duration of the proposed work, including major milestones and dates.
C.3	Discuss any deviations from the proposed September 30, 2010 start date and 24-month project duration.
C.4	Briefly describe any engineering plans, designs, and analyses prepared in connection with the proposed work and include it in the Appendix of the proposal.
D	DEMONSTRATED RESULTS (See FOA Section IV.C.2.6.4)
D.1.	For water management planning or education proposals: State the number of acre-feet contributed to water conservation planning and/or water conservation education. State the number of individuals that will benefit from water education.
D.2	Describe the degree to which the proposal increases conservation and/or efficiency overall, and the degree to which it increases conservation or efficiency with regard to any individual facilities (e.g., head gate or canal) improved. In your response, please include the following information:

	<p>(a) For proposals that conserve water, state the amount of water conserved in acre-feet per year.</p> <p>(b) For projects involving improvements to individual facilities (e.g., a head gate, canal or ditch), state the average annual water supply that is ran through the effected facility and the estimated water savings or quantities that will be better managed or managed differently , in acre-feet, as a result of facility improvement;</p> <p>(c) For proposals that improve water management through measurement, automation, or irrigation management, etc., state the amount of water expected to be better managed, in acre-feet per year.</p>
D.3	<p>Provide the following information regarding project benefits:</p> <p>(a) Identify all direct project benefits (i.e., amount of water conserved, water quality, improvement of in stream flows, etc); indicate the number of years such benefits will continue (e.g, the life of any physical improvements, and/or the term of any contractual arrangements); and, whether such benefits will occur year-round, or only during certain months of the year (if so, state which months of the year):</p> <p>(b) Identify any indirect benefits such as increased carryover storage, increased irrigation season during drought, improved reliability of water supply. (If the time period that such benefits will continue is different from the time period indicated above in response to (a), please explain):</p> <p>(c) Discuss other benefits from the proposed project that are not included above. Any expected benefits that cannot be quantified should be described in a detailed narrative.</p> <p>(d) Provide documentation and support for how estimates of direct project benefits and any indirect project benefits were made (calculations, measurements and references):</p>
D.4	Provide an estimate of any change in operation and maintenance costs (increase or decrease) as a result of the proposed work:
E	Performance Measures and Project Monitoring (See FOA Section IV.C.2.6.5)
E.1	Provide a detailed plan on how performance measures and project monitoring will be used to demonstrate, verify, and report project performance and results. Post-project data verification needs to be included. Visit http://www.usbr.gov/mp/watershare for suggested performance measures.
F	Environmental and Regulatory Compliance Please answer the following questions to the best of your knowledge. If any question is not applicable to your project, please explain why. If you have any questions, please contact your local Reclamation office. (See FOA Section IV.C.2.6.6)
F.1	<p>Will the proposed work impact the surrounding environment (i.e. soil (dust), air, water (quality and quantity), animal habitat, etc.)?</p> <p>If so, please explain the impacts and any steps that could be taken to minimize the impacts.</p>
F.2	Are there wetlands in the project area?

	If so, please estimate how many acres of wetlands there are, and any impact the proposed work will have on the wetlands.
F.3	Are you aware of any endangered or threatened species in the project area?
F.4	When was the irrigation water distribution system constructed?
F.5	If the project will affect individual features of the irrigation system (e.g., head gates, canals or flumes), state when those features were constructed and describe any extensive alterations or modifications to those features, including when such alterations or modifications took place.
F.6	Are any buildings, structures, or features in your irrigation district listed or eligible for listing on the National Register of Historic Places? Your local Reclamation office can assist you in answering this question.
F.7	Are there any known archeological sites in the proposed project area?
F.8	State whether any permits or approvals are required, and explain the applicant's plan for obtaining such permits or approvals.
F.9	State whether a line item for environmental compliance costs has been included in the budget. Please note that Reclamation may have to withhold a portion of grant funds for environmental compliance costs. Yes ____ No ____ If no, please explain why.

Part III – Funding Plan (See FOA Section IV.D)

A	Describe how the Applicant will make its contribution to the cost share requirement, including a description of monetary and in-kind contributions, and identification of the source funds contributed by the applicant (e.g., reserve account, tax revenue and/or assessments). Please include documentation (i.e. budget excerpts, etc):
B	If project funding is being provided by funding partners, not including the applicant or Reclamation, please provide the following information: (a) Identify the funding partners and state the amount of funding to be provided by each: (b) Provide letters of commitment from all cost-sharing partners identified in the proposal.____
C	Describe any other Federal funding requested or received for the proposed work. Note; Federal funding may not be counted towards the applicant's 50% cost share requirement.
D	Discuss what lesser amount would be acceptable if Reclamation is unable to provide your total funding request. Discuss any decrease in project size or other problems due to decreased Federal funding.
E	Does the budget identify direct, indirect, environmental and contingency costs? Yes ____ No ____ If not, explain why.
G	Describe any other pending funding requests for the proposed work that have not yet been approved, and explain how the project will be affected if such funding is awarded or denied.

BUDGET WORKSHEET (See FOA Section IV.E.1)

This is an imprinted Excel sheet. Double click in any cell below to fill out worksheet. When you are finished inputting the proper data, click outside of the worksheet to exit the Excel function. This worksheet is also available on <http://www.usbr.gov/mp/watershare/>.

BUDGET ITEM DESCRIPTION	COMPUTATION		RECIPIENT FUNDING	RECLAMATION FUNDING	TOTAL COST
	\$/Unit and Unit	Quantity			
SALARIES AND WAGES					
Employee 1					
Employee 2					
FRINGE BENEFITS					
Full-time employees					
Part-time employees					
TRAVEL					
Trip 1					
Trip 2					
EQUIPMENT					
Item A					
Item B					
Item C					
PROJECT MONITORING/ PERFORMANCE MEASURES					
SUPPLIES/MATERIALS					
Office Supplies					
Construction					
CONTRACTUAL/ CONSTRUCTION					
ENVIRONMENTAL AND REGULATORY COMPLIANCE					
OTHER					
Reporting					
TOTAL DIRECT COSTS					
INDIRECT COSTS - ____%					
TOTAL PROJECT COSTS					

BUDGET NARRATIVE (See FOA Section IV.E.2)

Applicants shall include a Budget Narrative with the application. The Budget Narrative provides a discussion of or explanation for items included in the Budget Proposal. Please refer to FOA Section IV.E.2.1-Section IV.E.2.9 to reference the information that needs to be included in the Narrative:

BUDGET FORM (See Section IV.F)

Include either an SF 424A, Budget Information – Nonconstruction Programs, or an SF 424C, Budget Information - Construction Programs form. Forms are available at <http://www.usbr.gov/mp/watershare/>.

Water Conservation Field Service Program Project Benefits Sheet
(See FOA Section IV.G)

Please provide the appropriate water management benefits for agricultural or urban measures that you anticipate addressing in your proposal. Where available, please provide an estimate of the benefit in units (i.e. Acre Feet, \$, %). This form is also available at <http://www.usbr.gov/mp/watershare/>.

Partner: _____

Reduce Leaks and Seepage	_____ Acre Feet/Year
Reduces System Spills	_____ Acre Feet/Year
Makes More Water Available for Crop Use	_____ Acre Feet/Year
Reduces Operation Costs	_____ \$/Year
Reduces Energy Cost	_____ \$/Year
Reduces Waste Treatment Cost	_____ \$/Year
Improves Crop Yield	_____ Percent/Year
Reduces On-Farm Costs	_____ \$/Year
Reduces Per Capita Use	_____ Gals/Capita/Day
Provides Technical Training	_____ # of People
Provides Water Conservation Education	_____ # of People
Improves Water Supply Reliability	_____ Frequency (Yrs)*
Delays Construction of New Supplies	_____ Years
Reduces Drainage/Erosion	_____ Tons
Improves Water Quality	_____ % Reduction of _____
Enhances Aquatic/Riparian Habitat	_____ Acres
Endangered Species	_____ Yes/No

*Estimate of how often the improvement will occur (i.e. 1 = each year, 2 = 1 in 2 years etc.)